

## CONFERENCE APPROVAL GUIDELINES

As you may or may not know, a new DOE Order was issued on November 3, 1999, requiring DOE and DOE contractor employees to submit Approval Requests to hold a conference, meeting, or workshop. This is required for any meeting of two or more people, providing the meeting/conference/workshop does not fall under one of many exclusions allowed under this order. If you believe that your meeting falls under one of these exclusions, you must request an exclusion and have it approved through the Conference Office.

Here are some guidelines for preparation of the required request for approval to host/sponsor/co-sponsor a meeting and the steps for getting that approval:

- 1) The primary contact for organizing a conference/meeting/workshop is the Fermilab Conference Office, WH9NE.
- 2) Since all future funding for conferences will be issued from the Particle Physics Division, all requests for approval of or approval of an exclusion for a conference/meeting/workshop must come through the Conference Office. These Requests will be reviewed by PPD in conjunction with the Directorate to determine whether the conference/meeting/workshop should be approved or excluded from DOE Order 110.3, what funding will be provided by the Laboratory, and whether DOE approval is required. **DOE approval can take as little as one month or as long as six months!**
- 3) In order to facilitate these approvals, a Criteria for Approval (DOE O 110.3 Attachment 2), a Conference Approval Request (DOE O 110.3, Attachment 3), a budget detailing all expenses (Sample A), and a budget detailing how the registration fees will be spent (Sample B) must be completed. If you are requesting an exclusion from DOE O 110.3, you must complete the Fermilab Exclusion Request form and provide the detailed budget of all expenses, as well as a budget detailing how any registration fees will be spent, if applicable. All of the required forms, samples, and a copy of the DOE Order (including Attachments 2 and 3) are attached. All forms should be prepared in the style and format indicated. Once the Conference Office receives all the completed, required forms, the approval process will begin.
- 4) In planning your meeting/conference/workshop, please keep in mind the following restrictions:
  - a) If a DOE contractor sponsors or co-sponsors a conference, it may charge a registration fee to all attendees and use the fee to offset the conference costs. However, these registration fees cannot be used for any **unallowable** costs, such as entertainment (banquets, receptions), alcohol, transportation to and from entertainment, and type of memorabilia that could be used by the participant once the conference is over, i.e., conference bags, tee shirts, hard cover portfolios, etc.

- b) DOE will not reimburse any entertainment costs included in a conference registration fee, i.e., per diem food allowance for banquet.
- c) DOE contractors may charge a separate voluntary fee to attendees to cover such items as meals and entertainment, but this fee will not be reimbursed by DOE.
- d) Fermilab meeting rooms may be tentatively reserved before any approvals are received. However, no formal business contracts (room blocks, caterers, bus companies, printers, etc.) may be signed by Dave Carlson of the Fermilab Business Office before the conference is approved by the Directorate and DOE if necessary.
- e) No announcements may be published before the meeting is approved. Permission to publicize the meeting, "Pending DOE Approval," in advance of any approval may be requested and received through the Conference Office
- f) When selecting a site, ensure that conferences are held at locations accessible to disabled individuals and that such individuals are provided special assistance to engage in conference activities.
- g) When selecting a site, be sure that the facility is in compliance with the requirements of the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391 as amended).

More guidelines regarding the preparation of your proposal can be found in the Criteria for Approval (Attachment 2).

If you have any questions, please feel free to contact me at Ext. 4102.

Attachments:

Fermilab Implementation of DOE O 110.3.doc  
DOE O 110.3.pdf (Includes Attachment 2 and 3)  
Blank Criteria for Approval.doc  
Blank Conference Approval Request  
Blank Request for Exclusion.doc  
Sample Detailed Budget.xls  
Sample Reg Fee Budget.xls